

EDITED TASK LISTING

CLASS: Labor Relations Specialist

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Administration and/or the investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.
2.	Analyzes legislation, case law and administrative regulations in the field of labor relations.
3.	Assigned three to five institutions to closely monitor, visit, and consult with on the local labor relations program.
4.	Assists Department of Personnel Administration legal staff in the development of arbitration and Unfair Labor Practice cases as necessary.
5.	Attends meetings and training sessions/classes on employer-employee relations.
6.	Chairs or lead-person on various task group studies of labor-management issues or special projects as assigned.
7.	Chairs delegated negotiations for opening and staffing new prisons and other negotiable issues delegated to CDC.
8.	Chief negotiator, has the authority to commit the department within general policy guidelines, to binding agreements with delegations from DPA, within general policy guidelines, to binding agreements with respective labor unions. This function includes the preparation, coordination, and implementation on the negotiations and agreements including negotiations on the opening and staffing of correctional facilities.
9.	Conciliation, mediation, or arbitration of labor disputes.
10.	Consults and advises management team members and local employee relations officers in interpreting the various memorandum of understanding, labor relations laws and policies.
11.	Consults, meets and confers, and resolution of conflict in public sector employer-employee relations.
12.	Contract administration training to managers, supervisor, and confidential employees.
13.	Develops management's positions for Arbitration Hearings and Unfair Labor Practice Hearings.
14.	Develops training programs for supervisory/management staff and confidential employees regarding State labor relations policies and proper practices in grievance handling or other areas of labor-management relations.
15.	Effectively works with other State agencies and labor unions in identifying, resolving problems, responding to inquiries and/or complaints filed.
16.	Ensures State compliance with laws, policies, and labor agreements.
17.	Ensures timely contract implementation at local institutions.

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18.	Identifies potential local bargaining issues and assist in the development and actual drafting of departmental bargaining positions.
19.	Independently, and in consultation with control agencies and the Attorney General's Office determines whether the penalties assessed against employees are consistently applied, are supportable and appropriate due process rights are provided.
20.	Investigates, reviews, prepares responses, recommends, and/or make decisions regarding disposition of grievances arising out of labor agreement administration, or grievances filed outside of the labor agreements as the incumbent deems necessary, or directed.
21.	Issues identified in the Department's 90-Day Plan.
22.	Liaison with the Youth Authority, Governor's Office, State Personnel Board, Public Employees Relations Board in the resolving of problems of mutual concern as they relate to the department.
23.	Recommends and advises management on making determination regarding interpretation and application of provisions of labor agreements.
24.	May serve as departmental Labor Relations Officers.
25.	Monitors local grievance resolutions for statewide impact.
26.	Monitors local operations/procedures to prevent charges of unfair labor practices and contract violations
27.	Negotiates and/or prepares labor agreements.
28.	Non-supervisory specialist in field.
29.	Other issues subject to individual notification requirements of the various bargaining units.
30.	Participates in the development of State positions on matters within the scope of bargaining.
31.	Performs complex, responsible technical labor relations staff work.
32.	Prepares and maintains local job action contingency plan and serve as local liaison with outside support agencies during job actions.
33.	Prepares appropriate notice to employee organizations regarding impact of local program changes on wages, hours and other terms and conditions of employment.
34.	Prepares written responses to requests for information from employee's attorneys, representatives and the courts and administrative agencies
35.	Prepares, coordinates and monitors adverse actions ensuring compliance with provisions of Peace Officers' Bill of Rights and other protected rights of employees ensuring compliance with the SPB, departmental procedures, policies and applicable Government Code Sections.

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36.	Presents and advocates management's positions to labor unions, the Public Employment Relations Board, the DPA, other control agencies and applicable hearing as required (e.g., Arbitration Hearings, Unfair Labor Practice Hearings, etc.)
37.	Presents training programs for supervisory/management staff and confidential employees regarding State labor relations policies and proper practices in grievance handling or other areas of labor-management relations.
38.	Represents State management under the Ralph C. Dills Act during all phases of the collective bargaining process by preparing for and participating in negotiations, impasse resolution and contract administration activities for various bargaining units.
39.	Researches and develops reports on the effectively recommended policies and procedures for implementing management's positions related to proposed legislation case law and administrative rule changes.
40.	Researches and reports on labor relations matters.
41.	Researches labor relations issues in unit determination, election certification procedures, preparation for negotiations, fact-finding, or grievance arbitration.
42.	Resolves grievances arising under labor agreements.
43.	Resolves, researches and responds to first, second and third level grievance appeals.
44.	Special Assignments
45.	Supervisor over a small group of technical staff performing labor relations work.